

**To:** bpspecialerevents@bp.com[bpspecialerevents@bp.com]  
**From:** Smethers, Lacey  
**Sent:** 2019-02-21T09:49:48-05:00  
**Importance:** Normal  
**Subject:** February 27 event - Katharine MacGregor invite  
**Received:** 2019-02-21T09:50:05-05:00

I am Katharine MacGregor's Executive Assistant. She received an invitation to an event honoring Susan Dio on February 27. Our Ethics Department will need to clear this before we can confirm her attendance. If someone is able to answer the following questions, I would appreciate it.

- 1.) Name of event sponsor.
- 2.) Is sponsor a 501(c)3 or media organization?
- 3.) What is the purpose of this event? Is the event a fundraiser?
- 4.) What other types of people are expected to attend? (For example, members throughout a given industry, other Federal, state, or local government officials, etc)
- 5.) Will the attendees represent a range of persons interested in a given matter? If yes, what matter?
- 6.) Approximately how many people are expected to attend?
- 7.) What is the monetary value of the gift of free attendance? (conference fee/and or food, refreshments, entertainment, instruction, and materials furnished to all attendees as an integral part of the event) and how was this cost determined?

Thank you so much for your help,  
*Lacey Smethers*  
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Office of the Secretary  
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